

FBIS-1011/88
28 September 1988

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM:

[redacted]
Chief, Analysis Group

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SUBJECT:

Recommendation for Quality Step Increase -
[redacted]

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1. Since July 1987, [redacted] chief of the Research Staff, has made an outstanding contribution to the work of Analysis Group during a difficult period of transition. Her sense of responsibility, organizational skill, and sense of purpose have been major factors in successfully moving AG's extensive files to Reston with minimum disruption of day-to-day operations and rebuilding her depleted staff into a unit capable of fulfilling its entire range of essential functions in support of AG and community analysis.

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2. The volume of the research files to be moved from Rosslyn to the new office in Reston and the need to ensure that they could be quickly reorganized for immediate use upon arrival at the new location presented a particular challenge for the Research Staff last summer. The problem facing the staff was aggravated by a shortage of personnel as those unable to make the move to Reston found other employment prior to the transition date. Given her intimate familiarity with every aspect of its functions and her willingness to work long hours and perform whatever task was required to get the job done quickly and effectively, Margie had her unit's vital research function back in operation soon after the move.

3. Chronically under strength and in especially dire straits for personnel following the move, rebuilding the Research Staff was a top priority over the next 12 months. Having worked her way up through the various levels of the Research Staff, Margie was particularly adept at pitching in to pick up the slack as needed, selecting new employees, organizing the workload to take full advantage of part-time workers as they became available, and training them in their new duties. With her staff now approaching full strength and making excellent progress in training, Margie has very successfully met a critical goal of Analysis Group in the shortest possible time.

4. In recognition of her sustained outstanding performance since July 1987, I recommend that [redacted] be awarded a quality step increase and the Exceptional Performance certificate.

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APPROVED:

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18 OCT 1988

Acting

Director, Foreign Broadcast Information Service

Date

FBIS/AG/PC:slt/ (28 Sept. 1988)

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